

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
LINCOLN LAND COMMUNITY COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT #526**

A public hearing was held on July 24, 2024, at 5:38 p.m. at Lincoln Land Community College, Robert H. Stephens Room for the purpose of discussing the proposed use of the Energy Transition Community Grant funds.

Chairman Gates convened the public meeting, opening the floor for public comment. With there being no remarks, the public meeting was declared closed.

The regular meeting of the Board of Trustees of Lincoln Land Community College, Illinois Community College District #526 commenced at 5:39 p.m. with Chairman Gates presiding.

I. Preliminary Matters

A. Roll Call

Members present were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll, and Mr. Rosenthal. Mr. Fulgenzi was absent.

B. Pledge of Allegiance

C. Adoption of Agenda of the July 24, 2024 Meeting

MOTION NO. 07-24-24-1:

Mr. Rosenthal moved to adopt the agenda of the July 24, 2024, meeting. Ms. Enz seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

D. Introductions and Recognitions - None

E. Hearing of Citizens – None

II. Consent Agenda

MOTION NO. 07-24-24-2:

Dr. Davis moved to:

- approve the minutes of the regular meeting of June 26, 2024;
- ratify disbursements of the bi-monthly checks, E-commerce refunds, ACH and Wire transactions issued during June 2024;
- ratify out of state travel;
- approve out of state travel;
- approve a purchase order to Timi's Tours for transportation services at the total estimated cost of \$165,000 in accordance with the terms, conditions, and specifications of Invitation to Bid FY2025-02;
- approve a purchase order to FCL Graphics for the printing, mailing, and delivering of the Fall 2024 issue of the Forward Magazine at the total estimated cost of \$55,000 in accordance with the terms, conditions, and specifications of Invitation to Bid #FY2025-01;
- approve the purchase of 333 desktop computers (PCs), 333 monitors, and 95 laptop computers, at a total cost of \$412,471.67;
- approve the clinical site agreement with McDonough County Hospital;
- approve renewing the annual Microsoft Campus Software and Server agreements from CDW-G at a total cost of \$121,948.06;
- approve the one-year Adobe Creative Cloud Enterprise Term License Agreement at a total cost of \$53,998.90;
- approve the three-year license with Turnitin for the use of Turnitin Similarity and Originality Reporting Enterprise with the College's Canvas environment at the total cost of \$47,444.94;
- ratify the grant application for the Workforce Equity Initiative Grant in the amount of \$1,200,000; the Pipeline for the Advancement of the Healthcare Workforce (PATH) Grant in the amount of \$519,697; the Energy Transition Community Grant in the amount of \$1,878,742 and ratify the grant award for the Illinois State Library Open Education Resource Grant in the amount of \$143,582.

Mr. Holaway seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

III. Action Agenda

A. Policies

1. Revision to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene

The following is a proposed revision to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene. The College's Chemical Hygiene Officer has reviewed this board policy and has recommended these changes to strengthen the protocols that govern the handling of hazardous materials and chemicals.

Policy Statement:

All hazardous ~~materials and toxic~~ chemicals utilized on campus shall be stored and disposed of properly.

A training program shall be established for all employees who may come in contact with hazardous materials.

Formal plans for exposure control and chemical hygiene shall be developed which include minimally:

- *safety procedures for work areas, classrooms, and laboratories*
- *identification of responsibilities of **the college**, employees, and students*
- *identification of hazards*
- *procedures to follow in the event of ~~accident~~ **accidental release or exposure** and:*
- *annual training programs*

These changes were presented last month for a first reading and are submitted for Board approval this evening.

MOTION NO. 07-24-24-3:

Trustee Elmore moved to approve revisions to Board Policy 7.4 – Hazardous Materials & Chemical Hygiene. Trustee Davis seconded.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

B. Academic Services Division Items - None

C. Student Services Division Items – None

D. Administrative Services Division Items

1. Tentative Fiscal Year 2025 Budgets

We are in the process of preparing budget documents following our June 26 Budget Workshop. No changes were made to the Tentative Budget after the Board Budget Workshop.

It is possible that additional adjustments may be necessary before the Final FY25 budget is adopted in September.

As required by law, the operating funds (Education and Operations and Maintenance Funds) budget must be available for public review at least 30 days prior to its adoption by the Board of Trustees. Therefore, no action is requested on the budget other than to authorize placing the tentative budget on file.

We anticipate presenting a final budget for your approval at the September meeting of the Board.

MOTION NO. 07-24-24-4:

Trustee Enz moved to place of file for at least thirty days, for public review, the Tentative Fiscal Year 2025 Operating Budget. Seconded by Trustee Holaway.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

2. Master Plan 2024 Report

The last Facilities Master Plan was completed in 2019. ICCB requires the plan be updated on a five-year cycle. The Board approved retaining Demonica Kemper Architects (DKA) to complete a space utilization study and create a new master plan that reflects the College's current and future needs. The Steering Committee is noted on page 3 of the Master Plan document.

The following projects emerged as priorities during this process. The cost shown below reflect construction, fees, contingency, furniture, and equipment in 2024 dollars:

RENOVATIONS**Cass Gymnasium** (Cost \$7,620,000):

- Develop an addition to create a large Multipurpose Room to accommodate dance classes, yoga, etc. as well as an indoor space for batting cages and provide additional storage space.
- Renovate Lockers Rooms in the Lower Level.
- Renovate office area in Main Level

Jacksonville (Cost: \$1,920,000):

- Renovate/Reconfigure spaces to allow for the enclosure of a Classroom Space.

Litchfield (Cost: \$125,000):

- Develop a new CNA Lab and associated storage be built out within the existing community space within the Arts & Technology Building. As part of this build-out, a new Facilities & Maintenance space will be created with access to the exterior through the existing overhead door. A smaller community space would be developed within the balance of this space.

Medical District (Cost: \$2,825,000):

- Renovate/Reconfigure spaces to provide two additional office spaces be provided at the Main Level, and that a more permanent / acoustically separated space to support Massage Therapy be created at the Lower Level. Additionally, the lower level would become a more flexible space to accommodate large gatherings.

Menard Hall (Cost: \$24,125,650):

- Renovate Main Level for Institutional Research, PRM, relocate Bookstore and additional Student Space to improve functionality and accommodate staff. In addition, the President's Suite and Finance/VP area will be expanded/renovated.
- Renovate Lower Level to enlarge Student Life & Government offices, relocate Information Technology department offices, and upgrade Student Union, Logger Lair, Foodservice spaces.
- Renovate Upper Level to reconfigure faculty offices to create a series of two-person offices and small meeting rooms to allow faculty to meet with students and for students to use as study space. Create an Adjunct Faculty office suite and Dean's office suites for Arts & Communication, English & Humanities, and Social Sciences & Business, and a new lab space for Criminal Justice (CSI Lab).

Millennium Center (Cost: \$9,567,060):

- Renovate Main Level to relocate Human Resources suite and the Foundation / Advancement Office suite / Career Center, collaborative classroom, and meeting spaces.
- Renovate Upper level to relocate Adult Education and Community Education, collaborative classroom space, computer labs.

Sangamon Hall (Cost: \$35,571,000):

- Renovate Library and provide larger Collaborative Classrooms and student lounge and group study space.
- Renovate Upper Level to reconfigure faculty offices to create a series of two-person offices and small meeting rooms to allow faculty to meet with students and for students to use as study space. Create an Adjunct Faculty office suite and Dean's office suites for Math & Computer Science as well as Natural & Agricultural Sciences, and upgrade classrooms.
- Renovate Lower Level of Sangamon North to provide additional Library seating/study on this level, and space reconfiguration and upgrades for Center for Academic Success, the Writing Center, and Math Tutoring. In addition to these functions, the Academic Innovation & e-Learning Department will be expanded and reconfigured on this level and a Recording Studio along with Virtual Reality (VR) Studios will be created.

Trutter Center (Cost \$207,000):

- Renovate former Museum space to create flexible classrooms / meeting spaces to support Adult Education and Community Education programs.

NEW CONSTRUCTION

Child Development Center (Cost \$10,320,000):

- Project will consist of construction of a new (approximate) 15,000 square foot, single-story, Child Development Center (CDC) immediately adjacent to the existing Child Development Center on the Main Campus. The new building will

consist of Classrooms (Infants, Toddlers, Pre-school), Resource Room, Instructional Classroom, Offices, Lounge, Restrooms, Kitchen, Laundry, Observation, and other mechanical and storage support spaces. The new building will also include a new playground to support the children's development outside of the classroom.

Conference Center (Cost \$15,298,000):

- Project will consist of construction of a new (approximate) 17,700 square foot, single-story, Conference Center (CDC) immediately adjacent to the Kreher Agriculture Center on the Main Campus. The new meeting venue will support campus-wide events and community gatherings / functions. The proposed new facility will accommodate approximately 300 occupants in a banquet-style set up and approximately 400 occupants in a theater-style set up. Support functions such as Pre-Function space, Kitchen space, Toilets, and Storage will also be included within the facility.

MOTION NO. 07-24-24-5:

Trustee Holaway moved to approve the plan and authorize Administration to file the plan with the ICCB. Seconded by Trustee Rosenthal.

Upon roll call vote, those members voting aye were Dr. Davis, Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

Dr. Davis left the meeting at 6:24 p.m.

3. FY2026 Capital Budget Request

Each year colleges are permitted to submit requests for state funding for construction projects. If approved, state funding provides for 75% of the funding needed for the project. The 75% funding comes in the form of Capital Development Bonds authorized by the General Assembly; hence the projects are administered by the Capital Development Board on the college's behalf. This year, the requests are due by August 1st. The projects listed below are included in the Facilities Master Plan presented to the Board of Trustees tonight.

At this time, we are recommending the below long-term priority projects be submitted for state funding. The total estimated cost for each project reflects construction, design and engineering fees, contingency, furniture, equipment, and the CDB Construction Administration Fee in 2026 dollars. Note that these estimated project totals vary from the Master Plan totals due to an escalation factor that is allowed by ICCB/CDB. The recommended projects are as follows (listed in priority order):

1. MENARD HALL AND SANGAMON HALL RENOVATIONS

Master Plan 2024, Long-Term Priority Project - Phase A: Project will consist of renovating the Main and Upper Levels of both buildings to improve student services and college function. The renovation in Menard Hall will include Main Level Finance and VP Suite and Upper-Level renovations to Faculty, Dean's, and Adjunct Offices.

The renovation in Sangamon will include Main Level Faculty Offices and Upper-Level Faculty and Dean’s Offices.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$10,100,000	\$7,575,000	\$2,525,000

2. **SANGAMON HALL AND CASS GYMNASIUM RENOVATIONS**

Master Plan 2024, Long-Term Priority Project - Phase B: Project will consist of renovating the Main Level and Lower Level at Sangamon Hall and Main and Lower Levels of Cass Gymnasium to improve Library and academic functions as well as athletic support spaces. The scope in Sangamon Hall will include a complete renovation of the Main Level Library and classroom spaces. Lower-Level renovations in Sangamon Hall include AIEL, Tutoring, Writing Center, Math Center, and Library seating and study area. The renovation in Cass Gymnasium will include additional offices on the Main Level and a complete renovation of the Lower Level for updated locker rooms and support/storage needs. Cass Gymnasium will also have an addition to the North side of the building for multi/purpose practice space and additional storage needs.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$24,500,000	\$18,375,000	\$6,125,000

3. **NEW CHILD DEVELOPMENT CENTER**

Master Plan 2024, Long-Term Priority Project - Phase C: Project will consist of construction of a new (approximate) 15,000 square foot, single-story, Child Development Center (CDC) immediately adjacent to the existing CDC. The new building will consist of Classrooms (Infants, Toddlers, Pre-school), Resource Room, Instructional Classroom, Offices, Lounge, Restrooms, Kitchen, Laundry, Observation, and other mechanical and storage support spaces. The new building will also include a new playground to support the children’s development outside of the classroom.

Total Cost Estimate	State Share (75%)	LLCC Share (25%)
\$10,800,000	\$8,100,000	\$2,700,000

MOTION NO. 07-24-24-6:

Trustee Enz moved to authorize the request for state funding for fiscal year 2026 of the projects defined herein. Seconded by Trustee Elmore.

Upon roll call vote, those members voting aye were Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

E. Information Technology Items - None

F. Executive Division Items – None

IV. Information Items

A. Staff Reports

1. Academic Services – None
2. Student Services – None
3. Administrative Services
 - a. Position Vacancies and Hires

The item has been updated.

- b. Construction Progress Update
 - c. Monthly Financial Report
4. Information Technology

The Information Security Program Annual Update FY2024 was provided for review.

5. Advancement Office – None
6. Executive Division
 - a. Review of Agenda Master Calendar

B. President's Report

Fall enrollment has still been feeling the effects of FAFSA issues, but we are continuing to provide personalized assistance and as of this morning, we were nearing last year's fall registration level.

We are in the process of replacing signage in Menard and Sangamon Halls as well as A. Lincoln Commons. It will soon be updated with new and improved signage for interior wayfinding.

We have three new programs starting this fall:

Creative writing associate in arts, which will offer classes, workshops, and other activities such as readings and contests accessible to writers of all levels; LLCC's newest sonography program is our cardiovascular sonography associate in applied science. It will cover two ultrasound specialty areas: echocardiography and vascular sonography; and a workplace dynamics certificate to prepare students for a professional business environment, including the skills necessary for the Microsoft certification exam.

Aviation Mechanics 101 was held July 11th. Thirteen prospective students learned about careers in the field and completed a sheet metal project, built a wiring harness, removed, and replaced a piston engine cylinder and even got to start an aircraft engine.

Our respiratory care, neurodiagnostic technology and radiography programs participated in the HSHS Careers Boot Camp this summer. The one-day bootcamp helped area high school students explore careers in health care.

Last week, our ag program welcomed a group of agricultural tourists from Brazil to our Kreher Agriculture Center. The group was hosted by Brandt and was visiting various agriculture sites in the area.

This week, we are offering a new, free Media Makers Camp for 23 high school students and recent graduates. These are students who are interested in a future career in integrate media design, and we are engaging them with hands-on learning in the areas of 2D and 3D animation as well as video game design so that they can get an introductory, inside-look at the field. It is funded through an Accelerated Training Opportunities in Manufacturing and Technology grant from the U.S. Department of Labor.

We have been partnering with the Boys & Girls Club of Central Illinois this summer to host teens on campus for Career Launch, where students spend one day each week here exploring various career paths. They recently spent time at our West Lake Nature Grove, learning about our on-site apiary and the life cycle of honeybees. And then they spent time with faculty and staff in our ag program to learn about drone and farm technologies as well as animal science.

Adam Watkins, dean of arts and communication, and Matthew Shaver, professor of integrated media design, presented at two higher education assessment conferences this summer, showcasing work with the CourseTalk+ app that allows faculty to combine quantitative data with qualitative narratives to document and plan for curricular adjustments. Their first presentation was to the Assessment in Higher Education Network. LLCC was the only community college in attendance and presenting. The second presentation was an extension of the Assessment Institute hosted by IUPUI. The two will present again in the fall at the Assessment Institute where they will be one of only three community colleges.

Biology Professor Tony Rothering shared the final spring 2024 report from LLCC's Bird Banding Station. It was our 23rd banding season (11th spring season) since the station began in 2012. The data collected is added to a global database that tracks such information as migration patterns and population growth. A few of the highlights from the report — 877 birds of 66 species were banded over 31.5 banding days. Two of the more interesting recaptures were a House Sparrow that was originally banded in fall 2016, and a Northern Cardinal and Red-winged Blackbird, which were both originally banded in 2017. Fall banding operations are scheduled to begin August 14th.

Continuing, Corporate and Professional Education Department is offering a Small Business Leadership Development Bootcamp that will run September to February. And the class looks like it will be more than full. Twenty were planned on, but we have a total of 24 applicants. The program is funded in part by a grant from ICCB.

College for Kids hosted 564 students in 50 camps this summer. That is a 46% increase with 260 more students than last year. There were options for students from 1st grade through high school – including gardening, writing, 2D art, music, geology, coding, history, culinary and more. One of the camps held earlier this month was “Make, Bake and Donate” in which youth prepared a variety of baked goods, including made-from-scratch dog treats, breads, and cupcakes. Then, the students donated more than 1,000 of these baked goods to local charities and animal shelters.

LLCC’s Academy of Lifelong Learning (ALL) is offering two free Arts for ALL public presentations this fall featuring the beauty and uniqueness of all people, through the arts. August 8th is “Latin Hip Hop as a New Poetry”, and October 2nd will feature musical selections from the “Great American Songbook.”

- C. Report from Faculty Senate - None*
- D. Report from Faculty Association - None*
- E. Report from Classified Staff – None*
- F. Report from Professional Staff - None*
- G. Report from Facilities Services Council - None*
- H. Chairman’s Report - None*
- I. Secretary’s Report*

The next ICCTA meeting will be held in Springfield on September 13-14.

- J. Foundation Report - None*
- K. Other Board Members’ Reports*

Mr. Nicoll mentioned that he participated in a PTK retreat and has recently begun a professional development course. Additionally, the Black Student Union has created a memorial poster for Sonja Massey, which is now available in the library for signing by both staff and students.

Mr. Holaway mentioned that he recently visited LLCC Jacksonville and commented on the renovations taking place in the CNA classroom.

V. Strategic Discussion -None

VI. Executive Session

MOTION NO. 07-24-24-7:

Mr. Holaway moved to hold an executive session for the purposes of discussing personnel matters, reviewing executive session minutes, and approving recording matters and pending/imminent legal matters. Ms. Enz seconded.

Chairman Gates called a voice vote, all members voted aye. PASSED

MOTION NO. 07-24-24-8:

Trustee Holaway moved to return to open session at 7:14 p.m. Trustee Enz seconded.

All members voted aye. PASSED

VII. Actions from Executive Session

MOTION NO. 07-24-24-9:

Trustee Enz moved to approve the attached personnel items, seconded by Trustee Rosenthal.

Upon roll call vote, those members voting aye were Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

MOTION NO. 07-24-24-10:

Trustee Rosenthal moved to approve and release Executive Session Minutes without redaction:

Regular Board Meeting, January 29, 2024
Regular Board Meeting, February 28, 2024
Regular Board Meeting, March 27, 2024
Regular Board Meeting, April 24, 2024
Regular Board Meeting, May 22, 2024
Regular Board Meeting, June 26, 2024

and to continue confidentiality of Executive Session recordings, and to authorize and direct the Board Secretary to destroy such recordings on or after the identified dates:

Regular Board Meeting, January 29, 2024
authorized destruction date – July 30, 2025

Regular Board Meeting, February 28, 2024
authorized destruction date – August 29, 2025

Regular Board Meeting, March 27, 2024

authorized destruction date – September 28, 2025
Regular Board Meeting, April 24, 2024
authorized destruction date – October 25, 2025

Regular Board Meeting, May 22, 2024
authorized destruction date – November 23, 2025

Regular Board Meeting, June 26, 2024
authorized destruction date – December 27, 2025

Ms. Enz seconded.

Upon roll call vote, those members voting aye were Mr. Elmore, Ms. Enz, Mr. Gates, Mr. Holaway, Mr. Nicoll (advisory) and Mr. Rosenthal. PASSED

VIII. Adjournment

There being no further business before the Board, the meeting adjourned at 7:15 p.m.

Chairman Gates

Secretary Enz

MEMORANDUM

TO: Members, LLCC Board of Trustees
FROM: Charlotte J. Warren
President
SUBJECT: Personnel Matters
DATE: July 24, 2024

We recommend the following personnel actions:

FACULTY

- A. Approve the appointment of Casey Busboom as Commercial Electrical/Industrial Maintenance Instructor. Casey received a Bachelor of Business Administration from the University of Illinois at Springfield. Casey is a current adjunct instructor at LLCC with over 19 years of experience as an electrician. Casey's employment will be effective August 13, 2024 with placement on Bachelors, Step 12 of the 2024-2025 faculty salary schedule.

LEAVE OF ABSENCE

- A. Request an unpaid leave of absence for Kaelyn Bormida, Employee Benefits and Retention Coordinator, for approximately 12 weeks, with an approximate start and end date of 8/12/24 – 10/31/24.

PROPOSED TERMINATION

A recommendation for the termination of Calvin Walter, Facilities Reservations Technician, effective July 15, 2024, is being presented to the Board of Trustees.